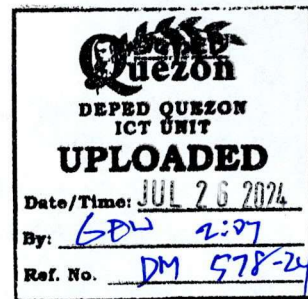




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



25 July 2024

DIVISION MEMORANDUM
DM No. 578, s. 2024

**DIVISION ONSITE MONITORING OF OPENING OF CLASSES
FOR SCHOOL YEAR 2024 – 2025**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisor and Specialists
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Order (DO) No. 009, s. 2024** (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), this Office will conduct a Division Onsite Monitoring of Opening of Classes for School Year 2024-2025 on **July 29 – August 02, 2024** to public and private elementary and secondary schools.
2. The activity primarily aims to monitor the schools' compliance with the existing guidelines and provide technical assistance as necessary on the issues and concerns encountered related to the opening of classes.
3. In the conduct of monitoring, classes shall not be disrupted as per **DO No. 09, s. 2005** (Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith).
4. To ensure the safety of all involved, minimum health and safety protocols shall be enforced during the conduct of the activity.
5. Please see the **Enclosures** for the itinerary of the Division Onsite Monitors and the Monitoring Tool.
6. Be advised that the details on the **schedule of school visits** shall be communicated directly by the assigned onsite monitors to the concerned districts/schools.

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7. **Districts/schools not included in the itinerary** of the Division Monitoring Team shall be monitored and provided with appropriate technical assistance by their respective **Public Schools District Supervisors (PSDSs)**, as necessary. They are also requested to assist the Division onsite monitors during the monitoring of classes.
8. To ensure that **all concerns/issues on the opening of classes** will be properly recorded and addressed by the Division, **all schools** are requested to accomplish the online monitoring form through this link: **tinyurl.com/MonitoringOBE24**.
9. Travel and other incidental expenses of the Division personnel shall be charged against the Division MOOE, subject to usual accounting rules and regulations.
10. For information and compliance of all concerned.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent



smemgd7/24/2024

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Enclosure No. 1 to DM No. 574, s.2024

**Itinerary of the Division Onsite Monitors for the Opening of Classes,
 SY 2024-2025
 July 29 – August 02, 2024**

Itinerary	Division Onsite Monitors	Position
Congressional District 1		
LUCBAN	Juanito A. Merle	Education Program Supervisor
	Hazel S. Camo	Project Development Officer I
MAUBAN NORTH & SOUTH	Fernando T. Seño	Education Program Supervisor
PAGBILAO I & II	Juanito A. Merle	Education Program Supervisor
	Regina V. Marino	Senior Education Program Specialist
SAMPALOC	Fernando T. Seño	Education Program Supervisor
	Hazel S. Camo	Project Development Officer I
Congressional District 2		
CANDELARIA EAST & WEST	Joan Alejaida R Mauhay	Education Program Supervisor
	Raul R. Agaran	Education Program Supervisor
DOLORES	Joan Alejaida R Mauhay	Education Program Supervisor
	Leah A. Perez	Education Program Specialist II
SAN ANTONIO	Maria Dolores D. Atienza	Administrative Officer V
	Joan Alejaida R Mauhay	Education Program Supervisor
SARIAYA EAST & WEST	Maria Dolores D. Atienza	Administrative Officer V
	Carmela Ezel A. Orogo	Education Program Supervisor
TIAONG I & II	Leah A. Perez	Education Program Specialist II
	Asuncion C. Ilaog	Education Program Supervisor
	Maria Dolores D. Atienza	Administrative Officer V
Congressional District 3		
AGDANGAN	Regina V. Marino	Senior Education Program Specialist
BUENAVISTA I & II	Jay S. Alfaro	Education Program Supervisor
CATANAUAN I & II	Jaime F. Zara	Education Program Supervisor
GENERAL LUNA		
MACALELON	Abner Pureza	Education Program Supervisor
MULANAY I & II		
PADRE BURGOS	Regina V. Marino	Senior Education Program Specialist
PITOGO	Mary Joyce P. Salamat	Education Program Specialist II
SAN ANDRES	Maria Dylin S. Garcia	Education Program Supervisor

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SAN FRANCISCO I & II	Oscar R. Duma Jr.	Senior Education Program Specialist
SAN NARCISO I & II	Maria Dylin S. Garcia	Education Program Supervisor
UNISAN	Maria Dylin S. Garcia	Education Program Supervisor
	Michelle G. Duma	Senior Education Program Specialist
Congressional District 4		
ALABAT	Mary Joyce P. Salamat	Education Program Specialist II
ATIMONAN I & II	Joseph E. Jarasa	Education Program Supervisor
	Michelle G. Duma	Senior Education Program Specialist
CALAUAG EAST & WEST	Walter F. Galarosa	Education Program Supervisor
GUINAYANGAN NORTH & SOUTH		
GUMACA EAST & WEST	Lorena S. Walangsumbat	Chief Education Supervisor, CID
LOPEZ EAST & WEST		
PLARIDEL	Joseph E. Jarasa	Education Program Supervisor
TAGKAWAYAN I & II	Hazel S. Camo	Project Development Officer I
	Jay S. Alfaro	Education Program Supervisor
PRIVATE SCHOOLS	Paul Clifford N. Marquez	Senior Education Program Specialist
	Maria Bernadit M. Tupas	Education Program Specialist II

**Districts not included in the list shall be monitored by their respective PSDSs*

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Enclosure No. 2 to DM No. 574, s.2024

**MONITORING TOOL ON THE OPENING OF CLASSES
 SY 2024-2025**

I. BASIC INFORMATION

School		Program	
School ID		Contact Number	
District		Email Address	

II. PROGRAM ENROLMENT INFORMATION

PROGRAM	TOTAL ENROLMENT (REGULAR)			ALS			SPED			ALIVE			IPED			OSHP			RFS			
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
KINDER																						
ELEM																						
JHS																						
SHS																						

Level	Number of Classrooms		Number of Teachers		Number of Desk/Armchairs	
	Actual	Needs	Actual	Needs	Actual	Needs
Kindergarten						
Elementary						
JHS (Regular)						
JHS (Other ADM or Special Programs)						
Specify _____						
Senior High School						

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Findings/Observations: _____

III. SCHOOL READINESS

School Physical Facilities	Sufficient (/ or x)	Remarks
<input type="checkbox"/> Instructional Rooms		
<input type="checkbox"/> Laboratories		
<input type="checkbox"/> Learning Materials/Modules		
<input type="checkbox"/> Ancillary Facilities (Library, Canteen, Guidance Room, Clinic, etc)		

Findings/Observations: _____

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IV. IMPLEMENTATION OF DEPED ACTIVITIES/POLICIES IN PREPARATION FOR THE OPENING OF CLASSES

Activity/Policy	Remarks <i>(Compliant/Noncompliant)</i> <i>*MOVs presented should be enumerated to justify the compliance</i>
▪ Early Registration of Learners SY 2024-2025 Date/s:	
▪ Conduct of Brigada Eskwela for SY 2024-2025 as per DepEd Memorandum No. 033, s. 2024 Date/s:	
▪ Launching of Oplan Balik Eskwela (OBE) as per DepEd Memorandum 035, s. 2024 Date/s:	
▪ Establishment of OBE-PACC and OBE Help Desk as per DepEd Memorandum 035, s. 2024	
▪ Conduct of General Assembly or Orientation of Stakeholders Date/s:	
▪ Compliance with Age Requirement for Kindergarten as per DO 20, s. 2018	
▪ Compliance with Teachers' Workload as per DepEd Order No. 005, s. 2024	
▪ Compliance with Zero Collection Policy as per DepEd Order 019, s. 2008	
▪ Existence of Safety measures prepared /implemented by the schools /Availability of School Safety Plan	
▪ Compliance with Healthy Food and Beverage Choices in Schools as per DepEd Order 13, s. 2017	

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<ul style="list-style-type: none"> ▪ Compliance with No Uniform Policy as per DepEd Order (DO) No. 45, s. 2010 and DO 46, s. 2008 	
<ul style="list-style-type: none"> ▪ Adherence to Learners Rights and Protection/Child Protection Committee as per DepEd Order 40, s. 2012 	
<ul style="list-style-type: none"> ▪ Adherence to standard class program as per existing guidelines 	

V. OTHER ISSUES AND CONCERNS ENCOUNTERED BY THE STAKEHOLDERS DURING THE OPENING OF CLASSES

Stakeholders	Issues/Concerns	Interventions/ Solutions Made	Technical Assistance Needed from SDO
1. Learners			
2. Parents			
3. Teachers			
4. School Head			
5. Other Stakeholders: _____			

Findings/Observations:

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Commendable/Good Practices Noted:

Monitoring Official:

(Signature over printed name and designation)

Date

Conforme:

School Head:

(Signature over printed name and designation)

Date

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